



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO

NASOCEANAINST 5511.2B

11

18 JAN 1996

NAS OCEANA INSTRUCTION 5511.2B

Subj: CONSOLIDATED CLASSIFIED DOCUMENT DESTRUCTION

Ref: (a) OPNAVINST 5510.1H

Encl: (1) User Responsibility Forms

1. Purpose. To promulgate procedures for utilization of the NAS Oceana destruction facility located in Building 232.

2. Cancellation. NASOCEANAINST 5511.2A.

3. Background. NAS Oceana has a centralized location for destruction of classified paper documents. The need for this capability for emergency destruction is essential to ensure maximum security. The Command Security Manager is responsible for coordinating usage of the destruction facility.

4. Applicability. The NAS Oceana destruction facility is available for use by all NAS Oceana departments and tenant commands. Grade requirements and security procedures will be in accordance with reference (a).

5. Procedures.

a. Any command desiring to utilize the destruction facility must submit a list of names to the NAS Oceana Command Security Manager for training on safety and equipment operation. Only trained personnel will be allowed access.

b. Use of the destruction facility will be by appointment only, between 0800-1500 daily, by calling the Command Security Manager at 433-2965/2833. Each appointment will be for two hours, with no back-to-back appointments. A maximum of twenty bags is permitted per appointment.

c. Users are required to provide their own clean up/waste disposal working party.

d. Due to the high noise level of the destructor, users are required to wear double hearing protection (i.e. ear plugs and sound attenuators). Double hearing protection is provided or the users may choose to wear their own double protection.

e. The supervisor of the working party will meet a representative from the security manager's office at Building 232 at the appointed time. The key to the destruction spaces will then be issued if the following conditions are met:

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(1) A letter is on file at the security manager's office authorizing subject individual to conduct the command's classified/sensitive material destruction.

(2) Training has been provided prior to operation of the facility.

f. The following items are not to be destroyed using the facility:

(1) Metal products (cans, paper clips, binding screws, clamps, binder clips, etc.).

(2) Glass products (bottles, containers, ashtrays).

(3) Microfilm.

g. The following items are authorized for destruction in the facility:

(1) Manuals (metal parts removed, plastic covers removed).

(2) Plastic covers (fed separately).

(3) All paper products (not to exceed 1/4 inch in thickness).

h. Upon completion of destruction, the work supervisor will ensure:

(1) Both vacuum bags have been emptied and replaced, and the residue has been disposed of in the dumpster.

(2) The floor has been swept.

(3) The key has been returned to the command security manager.

6. Review Responsibility. Annually, 1 December; Command Security Manager.


W. H. SHURTLEFF

Distribution:
NASOCEANAINST 5216.1N
Lists I (Case A), IV

18 JAN 1996

Date

USER RESPONSIBILITY FORM

1. Proper use and understanding of dry mulch. The dry mulch machine is a machine used to destroy paper only. Paper clips and other metallic objects are not to be put in this machine because it will severely damage the equipment and could prove extremely dangerous to personnel. Additionally, your command could be held responsible for the damage you have caused.

2. Tips to make your mulch run safe and successful.

- a. Ensure proper safety equipment, such as hearing protection, and eye protection are given to you upon checking into the mulcher room.
- b. Remove all jewelry.
- c. Check the mulcher inside and out to make certain no foreign objects have been left inside.
- d. Check your burn bags for things that should not be mulched.
- e. Check vacuums for proper operation.
- f. Turn breaker switch to "on" position when ready to start.
- g. Turn on vacuums.
- h. Turn on mulcher.
- i. When mulching, do not exceed 1/4 of an inch of paper. Remember to let the mulcher catch up before you put more paper in the machine.
- j. When you have finished mulching, remove bags from vacuum and discard in local dumpster. Loosen bolts and clean machine. Clean filters on vacuum heads and sweep the area. Replace vacuum bags.
- k. Two personnel are required to fulfill proper security and safety measures.

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I, _____, have read and understand the procedures listed above. I understand that failure to follow prescribed safety precautions could result in loss of facility use.

Signature

Command

Witness